

**CITY OF AUGUSTA**  
**Department of Public Schools**

**JOB DESCRIPTION**

**TITLE:**                   **LIBRARY ED TECH II**

**REPORTS TO:**           Under the general supervision of the building administrator with the specific supervision of the Library/Media Specialist

**SUPERVISES:**           Volunteers and student workers

**GENERAL SUMMARY :**   To provide quality library services to students and staff.

**QUALIFICATIONS:**

1. Ed Tech II State authorization.
2. A working knowledge of libraries.
3. Must be familiar with children's and/or young adult literature.
4. Ability to work with students.
5. Proficient written and oral communication skills.
6. Ability to work with computers and other educational technologies.
7. Ability to work both independently and as a team member.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist library patrons in locating library materials.
2. Circulation: check-in, check-out, shelving, inventory control, interlibrary loans, managing patron records, holds, billing, and overdues.
3. Provide instruction and develop library lessons in consultation with the K-12 Librarian based on the library curriculum. Teach students how to use Minerva and to find resources on MARVEL!
4. Be familiar with the library collection and be able to recommend books to students based on their needs and interests.
5. Provide technical services such as processing library materials, data entry, mending damaged materials, etc.
6. Collection Development: select, order, and weed library materials in consultation with the Library Media Specialist.
7. Utilize appropriate technology to enhance the library collection and its services.
8. Manage appropriate conduct in the library:
  - a. When entire classes come to the library, this will be done in conjunction with the classroom teacher.
  - b. When small groups of students are in the library, it will be the sole responsibility of the library staff.
9. Create displays, bulletin boards and other library promotional materials. Work with teachers to provide needed books for their students. At the middle and high school level: compile bibliographies for students and teachers.
10. Maintain confidentiality concerning students and faculty.
11. Participate in continuing education opportunities.

12. Trains and stays current on library media computer programs utilized by the Augusta School Department.
13. Practice safe work methods, assist in keeping work areas and equipment in safe operating condition, and promptly notify supervisor of any safety hazardous conditions.
14. Supervise library helpers and Student Instructors (Cony).
15. Other duties as assigned by the Library Media Specialist and/or the building principal.

**WORKING CONDITIONS:**

General library working conditions.  
Frequent lifting of up to 20 lbs. required.  
Pushing/pulling of book carts and AV equipment.  
Checking out and stamping large numbers of books at one sitting.  
Bending, stretching, and reaching is necessary to shelve books (up to 6 feet high).  
At the high school level, multiple textbooks are checked out to each student.  
Some of the books weigh up to seven pounds.  
Ability to communicate with library users.

**OTHER REQUIREMENTS:** The library field has become a very specialized career in recent years. Either education or specific training in the area of Library and Information Science is a necessary requirement to be an effective library staff member. Continued training and education is a must in order to stay current with the new technologies that are developed for libraries.

**TERMS OF EMPLOYMENT:**

Length of year and salary to be determined by the Board in compliance with appropriate comprehensive labor agreement and district policy.  
Performance will be evaluated annually by the Building administrator with input from the Library Media Specialist in accordance with Board policy.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent of Schools